

“Findings” for Conditional Use Permit Applications

Pursuant to Section 20.3-7 of the Coconino County Zoning Ordinance, the Planning and Zoning Commission must make the following findings if it is to approve a conditional use permit:

1. That the proposed location of the Conditional Use is in accord with the objectives of this Ordinance and the purpose of the zone in which the site is located.

2. That the proposed location of the Conditional Use and the conditions under which it would be operated or maintained will not be detrimental to the public health, safety, or welfare, or materially injurious to properties or improvements in the vicinity.

3. That the proposed Conditional Use will comply with each of the applicable provisions of the County Zoning Ordinance, except for approved variances.

4. That the proposed Conditional Use is consistent with and conforms to the goals, objectives, and policies of the General Plan or Specific Plan for the area.

An application deadline and public hearing schedule is available on our website at:

www.coconino.az.gov/commdev.aspx

Conditional Use Permit Application Fees

Nonprofit organization uses—churches, schools, camps, group homes \$400

Single family residential—guest houses, residential in commercial zones, living quarters, replacement of nonconforming use \$400

Public utility substation, subdivision sales office, model homes, heliports/airports, fire stations \$600

Multiple family residential in RM Zone \$600
+ \$10/unit

Commercial in G and AR Zone \$600
+ \$50/acre over one acre

Commercial or industrial in Commercial or Industrial Zone \$600
+ \$100/acre over one acre

Expansion of nonconforming commercial use \$600
+ \$50/acre over one acre

Renewal of existing Conditional Use Permit (except single family residential and nonprofit) \$600

Additions/modifications to existing



NOTE: A \$200 discount is applied when a conditional use permit application is filed in conjunction with a request for a zone change.

Fee schedule effective September 1, 1989. Be sure to contact the Community Development Department for possible changes.



Coconino County

Department of Community Development

2500 North Fort Valley Road, Building 1
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928.226.2700 or 1.800.559.9289
www.coconino.az.gov/commdev.aspx

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Conditional Use Permits

Certain types land uses deserve special development consideration. For this reason, conditional use permits are required for a variety of development projects in Coconino County, including, but not limited to:

- ☒ Cottage Industries
- ☒ Certain Commercial Uses
- ☒ Outdoor Storage
- ☒ Subdivision Sales Offices
- ☒ Churches
- ☒ Camps
- ☒ Bed & Breakfasts
- ☒ and several others

Here you'll find highlights of conditional use permits, application procedures, and important timeframes. Contact the Coconino County Community Development Department for more information and a complete application.

**Coconino County
Community Development**

The Conditional Use Permit Application Process

Pre-Application

Prior to the submission of an application for a Conditional Use Permit, the applicant should hold preliminary consultations with the Department of Community Development to obtain information and guidance before entering into binding commitments or incurring substantial expense in the preparation of plans, surveys, and other data.

The Public Participation Plan

Prior to submittal of an application, the applicant must prepare a citizen participation plan in accordance with Section 20.2 of the Zoning Ordinance. This will require the applicant to contact neighbors in the vicinity and other affected property owners and to hold a neighborhood meeting to provide neighbors an opportunity to understand the project and to provide comments directly to the applicant.

Applicants are strongly encouraged to meet with County planning staff prior to submittal of an application to go over this requirement. The idea is that if neighbors have concerns, there is an opportunity to address them prior to a public hearing.

Application & Preliminary Review



Upon completion of the above requirements, a formal application for a Conditional Use Permit can be submitted. Complete applications will then be scheduled for first review at a Planning and Zoning Commission “study session” one month prior to the formal public hearing.

Prior to the Study Session each application is assigned to one of the County’s staff planners. The planner assigned to the case may contact the applicant for additional information as necessary.

The staff review study session occurs at 3pm and the Commission study session meeting occurs at 4pm at the County Administrative Center. Applicants are encouraged to attend to respond to questions raised by Commission members and staff. The idea is for the Commission to raise potential concerns which should be addressed by staff in analyzing the application.

Legal Notice

Approximately fifteen days prior to the Commission hearing, the case is advertised in the Legal Notice section of the local newspaper, a sign containing a description of the proposal is posted on the property, and all property owners within 300 feet are notified by mail of the hearing. When the property is being posted staff will make a site investigation looking at adjacent land uses and analyzing the potential impacts of the conditional use.

The Staff Report

About two weeks prior to the public hearing, staff prepares a report analyzing the application. This is generally available (and is mailed to the applicant) on the Wednesday preceding the hearing; the hearing agenda is also established at this time. Cases are placed on the agenda in the order in which applications are filed, so applications filed early are heard first.



The staff report generally includes a recommendation for approval or denial, and includes conditions which must be met in order to establish and operate the use. Applicants should study these conditions and be prepared to respond to them at the hearing. It often helps to discuss the conditions with the staff planner who prepared the report prior to the hearing.

P&Z Commission Hearing

At the hearing, cases are called in the order shown on the agenda. Sometimes staff can estimate when cases will come up, but to be safe applicants should be there at the start of the 5:30pm hearing. When the case comes up staff presents the report and recommendation.

During the hearing, the applicant will have an opportunity to make a brief presentation. Following questions to the applicant, the Commission Chairman opens the public hearing. Anyone with comments pertinent to the case will be heard. In reaching a decision, the Commission considers the staff report as well as the presentation of the applicant, public testimony, and their own knowledge of the area.

The Commission then acts on the application by approving the case with conditions as recommended by staff or as modified by the Commission at the hearing, or they may deny the request. If the Commission decides that more information is needed, they may continue the case to a future hearing.

Approval & Appeals

The action of the Commission is final (unless an appeal is filed within fifteen calendar days). If the case is denied or if one or more of the conditions are unacceptable, the applicant may appeal to the Board of Supervisors. If the case is approved, an opposing neighbor or other affected party may appeal.



An appeal must be made in writing to the Director of Community Development, including the reasons for the appeal; a nonrefundable \$300 appeal fee is also required. If an appeal is filed, a hearing is scheduled before the Board of Supervisors approximately seven weeks after the Commission hearing. The process—legal advertising, posting, notification of property owners, staff report, and hearing—is identical to the Commission hearing.

The effective date of a use permit is fifteen days after the Commission decision, or, if an appeal is filed, immediately after the Board hearing. Generally, conditions of approval must be fulfilled prior to commencement of the use unless specified differently by the Commission. The use must be commenced or a building permit issued within one year of the granting of approval, otherwise the use permit lapses and becomes void. A one-year extension may be granted by the Commission if a letter requesting extension is filed before the year is up.

